# NATIONAL ENDOWMENT FOR THE HUMANITIES THREE-YEAR BUDGET FORM

Project Director:						
Applicant Organization:						
Requested Grant Period Fr	rom (mo/yr): _	T1	nru (mo/yr):			
If this is a revised budget, ind	icate the NEH	application/grant number:				
The three-column budget hat the project costs that will be PURPOSES, THE ONLY (method of cost computation determined. If more space separate sheet of paper. Cli	charged to N C <b>OLUMN TH</b> should clearl is needed for	TEH funds and those that we see that we se	will be cost s MPLETED harge for ea tse follow th	shared. FO IS COLUM och budget it	R NEH IN C. I tem wa	<b>I</b> The
SECTION A – Year #	<u> </u>					
Budget detail for the period 1	FROM (mo/yr	): T	HRU (mo/yr	):		
When the proposed grant peri are to be listed separately and eighteen months, only the last	totaled in the l	ast column of the budget. I	or projects t			
position and indicate in brack employed on an academic yea Name/Title of Position	ar basis, list sep		or work don	e outside the	acaden	
	[]_		\$	\$	_ \$ _	
	[]_		\$	\$	_ \$ _	
	[]_		\$	\$	_ \$ _	
	[ ] _		\$	\$	_ \$_	
	[ ] _		\$	\$	_ \$_	
	[]_		\$	\$	_ \$ _	
	[]_		\$	\$	_ \$_	
		SUBTOTAL	\$		_ \$_	
2. Fringe Benefits	1:-414					
If more than one rate is used,			( )	(1)		( )
Rate	Salary		(a)	(b)	Φ.	(c)
			\$	_ \$	_ \$_	
%	01 \$		\$	\$	\$	
0.4	of \$		\$		_ r_	

#### 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	Cost Sharin (b)	g Total (c)
			\$ \$	\$
		SUBTOTAL	\$ \$	\$

### 4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	# *	Subsistence Costs +	Transportation Costs =	on (a)	(b)	(c)
	[ ] [ ]	\$	\$	\$	\$	\$
	[ ] [ ]	\$	\$	\$	\$	\$
	[ ] [ ]	\$	\$	\$	\$	\$
	[ ] [ ]	\$	\$	\$	\$	\$
	[ ] [ ]	\$	\$	\$	\$	\$
	[ ] [ ]	\$	\$	\$	_ \$	\$
/ N * T.			SUBTOTAL	\$	_ \$	\$

<sup># -</sup> Number of persons \* - Total travel days

### 5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
	SUBTOTAL	\$	\$	\$

### 6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	Cost Sharing (b)	Total (c)
		\$ \$	\$
	SUBTOTAL	\$ \$	\$

### 7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	Cost Sharing (b)	g Total (c)
		\$ \$	\$
	SUBTOTAL	\$ \$	\$
8. Total Direct Costs (add su	btotals of items 1 to 7)	\$ \$	\$

\$\_\_\_\_\_\$ \_\_\_\_\$ \_\_\_\_

### 9. Indirect Costs

10. Total Project Costs

(Direct and Indirect) for budget period.

CHEC	adget item applies only to institutional applicants. If indirect cos EK THE APPROPRIATE BOX BELOW and provide the info tions for explanations of these options.		•							
	arrent indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)									
	1 1	direct cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the me of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect sts in item B.)								
	Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)									
	Applicant chooses to use a rate not to exceed 10% of direct comaximum charge of \$5,000 per year. (Under Item B, enter the the rate will be charged, and the computation of indirect costs cless.)	proposed rate	, the base agai	nst which						
	For Public Program projects only: Applicant is a sponsorship (a charge an administrative fee of 5% of total direct costs. (Comp.	, -	nization and c	hooses to						
Item A	Name of federal agency:									
	Date of agreement:									
Item B	Rate(s) Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)						
	% of \$	` ′	\$							
	% of \$		\$							
	% of \$		\$							
	TOTAL INDIRECT COSTS		\$							

# NATIONAL ENDOWMENT FOR THE HUMANITIES THREE-YEAR BUDGET FORM

Applicant Organization:						
Requested Grant Period Fro	om (mo/yr): _	T	hru (mo/	/yr):		
fthis is a revised budget, indi	cate the NEH	application/grant number:				
The three-column budget has the project costs that will be PURPOSES, THE ONLY Conethod of cost computation setermined. If more space is the paper.	charged to N OLUMN TI should clear	NEH funds and those that <b>HAT NEEDS TO BE CO</b> ly indicate how the total o	will be completed will be completed with the complete with the complete with the complete with the complete will be complete with the complete will be complete with the compl	ost shared FED IS CO or each bu	l. FOR NE DLUMN C. dget item w	<b>H</b> The as
SECTION A – Year#	2 (ifneedo	ed)				
sudget detail for the period F	ROM (mo/yı	r): T	THRU (m	no/yr):		
When the proposed grant perion re to be listed separately and the man eighteen months, only the	totaled in the	last column of the summar	y budget.	For project		•
mployed on an academic yea ame/Title of Position		Parately any salary charge  Method of Cost Computation  (see sample)	n NEH			Total (c)
	[]_		\$	\$	\$_	
	[]_		\$	\$	\$	
			\$	\$	\$_	
	[]		\$	\$	\$_	
	[]_		\$	\$	\$_	
	[]_		\$	\$	\$_	
	[]_		\$	\$	\$_	
		SUBTOTAL	\$	\$	\$_	
. Fringe Benefits The more than one rate is used, l	ist each rate a	and salary base.				
Rate	Salary	Base	(8	a)	(b)	(c)
%	of \$		\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
		SUBTOTAL	\$	\$	\$	

#### 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	Cost Sharin (b)	g Total (c)
			\$ \$	\$
		SUBTOTAL	\$ \$	\$

### 4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	# *	Subsistence Costs +	Transportation Costs =	on (a)	(b)	(c)
[	] [ ]	\$	\$	\$	\$	\$
[	] [ ]	\$	\$	\$	\$	\$
[	] [ ]	\$	\$	\$	\$	_ \$
[	] [ ]	\$	\$	\$	\$	_ \$
[	] [ ]	\$	\$	\$	\$	_ \$
[	] [ ]	\$	\$	\$	\$	_ \$
4 Namahan af managana * Tat			SUBTOTAL	\$	\$	_ \$

<sup># -</sup> Number of persons \* - Total travel days

### 5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	_ \$	_ \$
		\$	_ \$	_ \$
		\$	_ \$	_ \$
	SUBTOTAL	\$	\$	\$

### 6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	SUBTOTAL	\$	\$	\$

### 7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	Cost Sharing (b)	g Total (c)
		\$ \$	\$
	SUBTOTAL	\$ \$	\$
8. Total Direct Costs (add su	btotals of items 1 to 7)	\$ \$	\$

**\$\_\_\_\_\_ \$\_\_\_\_ \$\_\_\_\_** 

### 9. Indirect Costs

10. Total Project Costs

(Direct and Indirect) for budget period.

<u> </u>	ormation reque	ested. Refer to t	the budget			
Current indirect cost rate(s) has/have been negotiated with feder	eral agency. (C	omplete items	A and B.)			
Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)						
Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)						
Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)						
For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)						
Name of federal agency:						
Rate(s) Base(s)						
% of \$						
% of \$						
			\$			
TOTAL INDIRECT COSTS	\$	\$	<b>\$</b>			
•	Current indirect cost rate(s) has/have been negotiated with federal indirect cost proposal has been submitted to a federal agency, name of the agency in Item A and show proposed rate(s) and be costs in item B.)  Indirect cost proposal will be sent to NEH if application is function the rate that will be used and indicate the base against which it indirect costs.)  Applicant chooses to use a rate not to exceed 10% of direct comaximum charge of \$5,000 per year. (Under Item B, enter the the rate will be charged, and the computation of indirect costs a less.)  For Public Program projects only: Applicant is a sponsorship (charge an administrative fee of 5% of total direct costs. (Composite of agreement:  Date of agreement:  Base(s)	Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete Item B.)  Indirect cost proposal has been submitted to a federal agency, but not yet negname of the agency in Item A and show proposed rate(s) and base(s) and the costs in item B.)  Indirect cost proposal will be sent to NEH if application is funded. (Provide in the rate that will be used and indicate the base against which it will be charged indirect costs.)  Applicant chooses to use a rate not to exceed 10% of direct costs, less distor maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate the rate will be charged, and the computation of indirect costs or \$5,000 per y less.)  For Public Program projects only: Applicant is a sponsorship (umbrella) orga charge an administrative fee of 5% of total direct costs. (Complete Item B.)  Name of federal agency:  Date of agreement:  Rate(s)  Base(s)  (a)  NEH Funds  Rate(s)  Base(s)  (a)  S  NEH Funds  Rate(s)  S  S  S  S  S  S  S  S  S  S  S  S  S	Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items  Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicated the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of it costs in item B.)  Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estite rate that will be used and indicate the base against which it will be charged and the amount indirect costs.)  Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base again the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever less.)  For Public Program projects only: Applicant is a sponsorship (umbrella) organization and cle charge an administrative fee of 5% of total direct costs. (Complete Item B.)  Name of federal agency:  Date of agreement:  NEH Funds Cost Sharing  Rate(s) Base(s) (a) (b)  "Methods Cost Sharing S			

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project,

# NATIONAL ENDOWMENT FOR THE HUMANITIES THREE-YEAR BUDGET FORM

Project Director:							
Applicant Organization:							
Requested Grant Period From							
f this is a revised budget, indicate							
The three-column budget has the project costs that will be PURPOSES, THE ONLY Conethod of cost computation statement. If more space is separate sheet of paper.	charged to N OLUMN TI should clear	IEH funds and those that <b>HAT NEEDS TO BE CO</b> by indicate how the total o	will be o DMPLE charge fo	cost shar FED IS ( or each b	ed. FOR COLUMI oudget ite	NEI NC. m wa	H The as
SECTION A – Year#.	3 (if neede	ed)					
Budget detail for the period F	ROM (mo/yr	т):Т	THRU (n	no/yr):			
When the proposed grant period are to be listed separately and than eighteen months, only the	totaled in the	last column of the summar	y budget	. For pro			-
position and indicate in bracked imployed on an academic year when we will be a supported by the state of Position in the	r basis, list se	parately any salary charge lethod of Cost Computation	for work n NEH	done out	tside the ac	cader	
	[]_		\$	\$		\$_	
	[]_		\$	\$		\$	
	[]_		\$	\$		\$_	
	[]_		\$	\$		\$_	
	[]_		\$	\$		\$_	
	[]_		\$	\$		\$_	
	[]_		\$	\$		\$_	
		SUBTOTAL	\$	\$		\$_	
2. Fringe Benefits f more than one rate is used, l	ist each rate a	nd salary base.					
Rate	Salary		(	a)	(b)		(c)
	•		\$	\$		\$	. /
			\$ \$	\$ - \$		-	
			\$	\$ - \$		-	
	T	SUBTOTAL	\$ 	<del>-</del> \$		- · · -	

#### 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	•	Daily rate of compensation	S Cost Sharin (b)	g Total (c)
			\$ \$	\$
		SUBTOTAL	\$ \$	\$

### 4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	# *	Subsistence Costs +	Transportation Costs =	on (a)	(b)	(c)
[	] [ ]	\$	\$	\$	\$	\$
[	] [ ]	\$	\$	\$	\$	\$
[	] [ ]	\$	\$	\$	\$	_ \$
[	] [ ]	\$	\$	\$	\$	_ \$
[	] [ ]	\$	\$	\$	\$	_ \$
[	] [ ]	\$	\$	\$	\$	_ \$
4 Namahan af managana * Tat			SUBTOTAL	\$	\$	_ \$

<sup># -</sup> Number of persons \* - Total travel days

### 5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	\$	_ \$
		\$	_ \$	_ \$
		\$	_ \$	_ \$
		\$	_ \$	_ \$
	SUBTOTAL	\$	\$	\$

### 6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	SUBTOTAL	\$	\$	\$

### 7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	SUBTOTAL	\$	\$	\$
8. Total Direct Costs (add sul	ototals of items 1 to 7)	\$	\$	\$

## 9. Indirect Costs

CHEC	adget item applies only to institutional applicants. If indirect costs are to be charged to this project, <b>CK THE APPROPRIATE BOX BELOW</b> and provide the information requested. Refer to the budget tions for explanations of these options.
	Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
	Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the

_	name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
	Indirect cost proposal will be sent to NEH if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
	Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
	For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to

For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to
charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A.	Name of federal agency:
	Date of agreement:

Item	R

Rate(s)		Base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
	% of \$		\$	\$	\$
	% of \$		\$	\$	\$
	% of \$		\$	\$	\$
		TOTAL INDIRECT COSTS	\$	\$	\$

# 10. Total Project Costs

\$	\$ \$	
· <del></del>		

(Direct and Indirect) for budget period.

### **SECTION B**

### **SUMMARY BUDGET**

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

Budget categories	First year from: thru:	Second year from: thru:	Third year from: thru:		TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$	\$	\$	_ =	\$
2. Fringe benefits	\$	\$	\$	_ =	\$
3. Consultant fees	\$	\$	\$	_ =	\$
4. Travel	\$	\$	\$	_ =	\$
5. Supplies and materials	\$	\$	\$	_ =	\$
6. Services	\$	\$	\$	_ =	\$
7. Other costs	\$	\$	\$	_ =	\$
8 Total direct costs (Items 1-7)	\$	\$	\$	_ =	\$
9. Indirect costs	\$	\$	\$	_ =	\$
10. Total project costs (direct and indirect)	\$	\$	\$	_ =	\$

### PROJECT FUNDING FOR ENTIRE GRANT PERIOD

- 1. Indicate the amount of outright and/or federal matching funds that is requested from NEH.
- 2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
- 3. Total Project Funding should equal Total Project Costs.

1. REQUESTED FROM	NEH	2. COST SHARING	
Outright	\$	Applicant's contributions	\$
Federal Matching	\$	Third-party contributions	\$
		Project income	\$
		Other federal agencies	\$
TOTAL NEH FUNDING	\$	TOTAL COST SHARING	\$
3. TOTAL PROJECT FU	\$		

### Submission of a Revised Budget

the information requested below. The signature of	nal Grant Administrator or Individual Applicant should provide of this person indicates approval of the budget submission and cost share project expenses at the level under "Project Funding."
Name and Title:	
Telephone:	E-mail:
Signature:	Date: